



2008 Edition

SE-550C CONTRACTOR'S REQUEST for CERTIFICATE of FULL or PARTIAL SUBSTANTIAL COMPLETION

AGENCY: _____

PROJECT: _____
(Number) (Name)

PROJECT LOCATION:

(enter building, floor or similar
information to locate the Project)

This is a two part form. The SE-550C is to be completed by the Contractor and delivered to the A/E or design professional. The SE-550A is to be completed by the A/E and submitted to the Agency for approval.

CERTIFICATION

I hereby certify that ☐ Full or ☐ Partial Substantial Completion has been accomplished as defined in the Project Manual and in conformance with the requirements of the Contract and the *Manual for Planning and Execution of Permanent Improvement Projects-Part II*. This certification declares that:

- A. The work that remains to be completed after full or partial substantial completion is minor in scope and nature.
- B. The remaining work is not disruptive to the function of the facility occupants and is limited to minor items required to finalize the project. Examples are minor touch up paint, electrical device cover plates, hardware and window adjustments and minor repairs to finishes.
- C. The required Contractor's Punch List is attached. *(Failure to include incomplete work does not relieve the Contractor of the responsibility to complete or correct the Work.)*
- D. The other requirements of the Contract have been accomplished, to include delivery of all operational and maintenance manuals, record drawings, maintenance training, warrantee certificates and start up activities.

DATES

Date of Contractor's Completion of all Full or Partial Substantial Completion Work:

(list all Work incomplete through no fault of the Contractor below)

Date for Expected Punch-List Completion :

(Thirty calendar days after Substantial Completion unless noted otherwise)

**SPECIAL CONDITIONS OR STIPULATIONS CONCERNING THE COMPLETION OF PUNCH-LIST
ITEMS OR EXPLANATIONS OF PARTIAL SUBSTANTIAL COMPLETION:**

CONTRACTOR CERTIFICATION DOES NOT CONFER APPROVAL TO OCCUPY THE FACILITY

CONTRACTOR

BY: _____
(Signature of Contractor Representative) (Print or Type Name of Contractor Representative)

ITS: _____
(Date)

INSTRUCTIONS TO THE CONTRACTOR:

Forward the completed SE-550C with all required attachments to the A/E, with copies to the Agency and to the OSE.

- ATTACHMENTS:**
- 1. Contractor's Punch-List.
 - 2. Acceptance letters by other agencies/entities having approval authority (water supply, waste water treatment, fire, and licensing etc.)
 - 3. Other attachments per Contract Documents

SE-550C